



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Child Support Enforcement Officer

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs service work of routine difficulty serving subpoenas, summons, writs, notices and investigations; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Locates individuals and serves subpoenas, orders to show cause, writs of habeas corpus, and other legal process requiring personal service.
- Arranges order of process deliveries.
- Documents efforts to serve legal process and notices.
- Testifies in court proceedings and gives depositions.
- Performs financial investigations.
- Operates and maintains Locator computer system.
- Maintains liaison with law enforcement agencies.
- Reviews pending and new laws affecting civil process procedures.
- Supervises the work of caseworkers to ensure completeness and accuracy of information.
- Files affidavits of service for summons, writs and subpoenas.
- Communicates with relevant law enforcement agencies.

Knowledge and Skills:

- Knowledge of the rules governing process delivery
- Knowledge of methods used in locating individuals
- Knowledge of the serving legal process
- Knowledge of civil procedures relating to serving of writs, summonses and subpoenas.
- Knowledge of basic computer operations and software.
- Knowledge of principles and practices of supervision.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

High School Diploma or GED; AND one years law enforcement or security experience or process serving experience preferred; AND a valid driver's license; AND must be at least 21 years of age; AND obtain a Superior Court Process Server's Card.